Accessing Internal Job Postings and Applying to Openings as an Internal Candidate

1. Log into **CougarWeb** (cougarweb.collin.edu).
2. Click on **My Workplace**.

3. Under **Organizational Effectiveness**, log into **Cornerstone – Applicant Tracking System**.
4. Hover over (do not click) **Internal Job Postings** and click on **Career Opportunities**. Depending on your account settings, you may be required to enter your Collin username and password again before entering Cornerstone.

5. Click on **Search** to view ALL open positions or search by drop-down options.
Have questions? Contact Collin College Human Resources at (972) 985-3783 or email employment@collin.edu.